

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-701**

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Personnel

**THREATS OF VIOLENCE BY CIVILIAN
EMPLOYEES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

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(Mr. Michael D. Beeson)

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This instruction implements Air Force Policy Directive (AFPD) 36-7, *Employee and Labor-Management Relations*, and establishes supervisory responsibilities and procedures used in dealing with threats of violence by civilian employees. It applies to all appropriated and nonappropriated fund civilian employees and their supervisors. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision updates office symbols throughout and the certifying/approving officials. The opening paragraph was updated to include statements as required by AFI 33-360, *Publications and Forms Management* and adds Attachment 1. No content is changing.

1. What is a Threat of Violence? A threat of violence is a specific threat to physically harm another person or to damage property. It is usually expressed verbally, but certain gestures can constitute a threat, especially if a weapon is displayed.

2. Disciplinary Action. The Air Force Academy has a long-standing policy not to tolerate threats of violence. Appropriate disciplinary action will be taken against any employee who is found to have made such a threat of violence, or to have committed an act of violence. Also, any supervisor who fails to take timely and appropriate action in response to a threat will be subject to disciplinary action.

3. Responsibilities and Procedures:

3.1. If possible, the first-level supervisor must immediately inform a higher-management official within the organization of the situation, the Employee Assistance Program Manager, and the Employee Management Relations Section (10 FSS/FSMC).

3.2. If the supervisor believes the threat is one of imminent and potentially significant violence, then the following steps should be taken:

3.2.1. Call 10th Security Forces (10 SFS) (extension 3-2000) for assistance in preventing violence and to escort the employee off base.

3.2.2. Place the employee on Excused Absence (a temporary, nonduty pay status without charge to leave). This is a precautionary measure intended to help defuse a potentially dangerous situation. It is not a disciplinary action, nor does it constitute barment. 10 FSS/FSMC should coordinate placement on Administrative Leave.

3.2.3. Contact 10 FSS/FSMC or, if a nonappropriated fund (NAF) employee is involved, the Human Resources Office (10 FSS/FSMH). If the incident takes place outside the normal tour of duty for the Academy, contact 10 FSS/FSMC or 10 FSS/FSMH, as appropriate, during the next duty day.

3.2.3.1. A threat serious enough to require placing the employee in a nonduty pay status presumably is serious enough to consider severe disciplinary action. 10 FSS/FSMC will provide guidance regarding adverse-action procedures, if such action is warranted. If required, the supervisor may initiate barment from the Academy through 10 SFS.

3.2.3.2. If the supervisor determines the threat is not serious enough to require placing the employee in a nonduty pay status, there may be a need to temporarily detail the employee to another worksite, away from the person threatened. Such detail action would normally not exceed 5 workdays. The incident should be reported both to 10 SFS and 10 FSS/FSMC, as appropriate.

3.2.3.3. When a threat of violence is reported, the supervisor must consider the following factors (reference to the Metz Factors) in deciding whether the employee actually made a threat: (1) listener's reactions, (2) listener's apprehension of harm, (3) speaker's intent, (4) any conditional nature of the statements, and (5) attendant circumstances.

LOUIS L. VAN De MARK, GS-14
Director, 10th Force Support Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-7, *Employee and Labor-Management Relations*, 15 December 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy